

Nova Scotia



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The Nova Scotia Utility and Review Board is seeking candidates for a position in its Administrative Group.

Human Resources Officer - (Halifax - 1 Position)

Nova Scotia Utility and Review Board

The Nova Scotia Utility and Review Board is seeking an experienced professional to fill the role of Human Resources Officer. Reporting to the Executive Director the position will be responsible for all aspects of the Board's human resources programs, including recruitment, policy development, benefits administration, training, and personnel records management. Duties will also include more general tasks such as project management, business case analysis, assisting with development of general policies and procedures, and acquisition of specialty services. Candidates will require a Bachelor's degree (HR credentials preferred but not essential) or Certificate in HRM with 5+ years of relevant post-education experience, or an equivalent combination of training and experience. Project management experience would be an asset. Proficiency with microcomputers (including word processing, email, and internet browser programs) is required.

Additional information on this position and the Board can be found on the Board's web site at: www.nsuarb.ca

Working conditions may include overtime and occasional travel in support of hearing operations. Successful candidates must pass appropriate background checks.

Salary range: \$50,000 to \$65,000 (commensurate with qualifications and experience)

Closing date: *Thursday, December 31, 2009*

Qualified candidates should send their resume in confidence, quoting Competition #UARB-09-05-CB, to:

Mr. Paul G. Allen, CA , Executive Director
Nova Scotia Utility and Review Board
PO Box 1692, Unit "M"
Suite 300, 1601 Lower Water Street
Halifax, NS B3J 3S3
or by facsimile to (902) 424-3919
or by E-mail: board@gov.ns.ca